

## EXAMINATION BULLETIN



### ASSOCIATE OIL AND GAS ENGINEER SENIOR OIL AND GAS ENGINEER (SUPERVISOR)

Department(s):	Dept of Conservation	
Closing Date:	Continuous File	
Type of Recruitment:	Departmental Open	
Monthly Salary:	ASSOCIATE OIL AND GAS ENGINEER - \$8,115.00 to \$9,859.00 SENIOR OIL AND GAS ENGINEER - \$8,492.00 to \$10,324.00	
Exam Type:	State-wide	
Location(s):	Bakersfield Coalinga Cypress, LA	Sacramento County Santa Maria Ventura

#### INTRODUCTION

This is an **OPEN** examination for the Department of Conservation for the classifications of:

- ASSOCIATE OIL & GAS ENGINEER
- SENIOR OIL AND GAS ENGINEER (SUPERVISOR)

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%.

**SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment with their state application (STD 678) will be eliminated from this examination.

**\*\* Please carefully read the Filing Instructions section of this bulletin for further instructions. \*\***

#### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

#### DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for **twelve (12)** months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## FILING INSTRUCTIONS

### FINAL FILE DATE: CONTINUOUS FILE

The Qualifications Assessment Examination document and instructions for the Associate Oil and Gas Engineer and/or the Senior Oil and Gas Engineer (Supervisor) examination is available on the Department of Conservation's website via the link below:

[Assoc. Oil & Gas Engineer and Sr. Oil & Gas Engineer \(Sup\) Qualifications Assessment Exam Document.](#)

A copy may also be obtained by calling the Human Resources Office at (916) 322-7685 or by emailing the Examination Unit at [DOC\\_Examinations\\_Recruitments@conservation.ca.gov](mailto:DOC_Examinations_Recruitments@conservation.ca.gov)

**NOTE: Only applications with an original signature will be accepted.**

**Submit a standard state application (STD 678 Rev. 6/2010) and the Qualifications Assessment:**

#### **By Mail:**

Department of Conservation  
Human Resources Office  
801 K Street, MS 22-13  
Sacramento, CA 95814  
(916) 322-7685

#### **In Person:**

Department of Conservation  
Human Resources Office  
801 K Street, Suite 2200  
Sacramento, CA 95814  
(916) 322-7685

If you are personally delivering your application and Qualifications Assessment document, you must do so between the hours of 8:00 am and 5:00 pm, Monday thru Friday, to the same street address as listed above for the Human Resources Office.

**If you meet the entrance requirements for the Associate Oil and Gas Engineer and/or the Senior Oil and Gas Engineer (Supervisor), you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

## SALARY INFORMATION

ASSOCIATE OIL AND GAS ENGINEER - **\$8,115.00 to \$9,859.00**

SENIOR OIL AND GAS ENGINEER (SUPERVISOR)- **\$8,492.00 to \$10,324.00**

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Conservation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable).

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## MINIMUM QUALIFICATIONS

### ALL LEVELS:

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted into the examination but must secure the license prior to appointment.)

### ASSOCIATE OIL AND GAS ENGINEER

#### EITHER I

**Experience:** One year of experience in the California state service performing the duties of an Energy and Mineral Resources Engineer, Range C. (Applicants who have completed six months of service performing the duties of an Energy and Mineral Resources Engineer, Range C, will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

#### OR II

**Experience:** Four years of progressively responsible experience as a professional engineer or geologist in oil, gas, or geothermal resource drilling or production operations, or in the technical inspection of such operations, exploration, or development work. (A graduate degree in petroleum engineering, geology or a closely related field of engineering may be substituted for two years of required nonspecialized experience.)

**And**

**Education:** Equivalent to graduation from college with major work in petroleum engineering, geology, or a closely related field. (Registration as a senior in a recognized college will admit applicants to the examination, but they must produce evidence of graduation before they can be appointed.)

## SENIOR OIL AND GAS ENGINEER (SUPERVISOR)

### EITHER I

**Experience:** Two years of experience in the California state service performing the duties of an Associate Oil and Gas Engineer.

### OR II

**Experience:** Five years of progressively responsible experience as a professional engineer or geologist in oil, gas, or geothermal resource drilling or production operations or in the technical inspection of such operations, exploration, or development work. (A graduate degree in petroleum engineering, geology, or a closely related field of engineering may be substituted for two years of required nonspecialized experience.)

**And**

**Education:** Equivalent to graduation from college with major work in petroleum engineering, geology, or a closely related field. (Registration as a senior in a recognized college will admit applicants to the examination, but they must produce evidence of graduation before they can be appointed.)

## POSITION DESCRIPTION

The Associate Oil and Gas Engineer is the journey level position in the Oil and Gas Engineer class series.

Incumbents independently perform assignments that require a high degree of skill in hydrocarbon or geothermal technology, difficult engineering work, including the technical evaluation of proposed oil, gas, and geothermal projects and well operations to determine possible hazards to life, health, property, and natural resources; monitor and investigate the legality and advisability of proposed operations; prepare technical and legal directives, and advise operators of preventive or corrective actions required for compliance with protection or conservation laws and sound engineering practices; prepare permits documenting technical requirements for operation; conduct complex studies of operations and reservoirs; make complex calculations, such as oil and gas reserve calculations; prepare and interpret complex technical data, maps, and statistics; write reports on investigations and studies for publication or regulatory use; may direct and review the work of other engineers and technicians in a lead capacity; may witness well tests and perform field inspections; and may make presentations on division programs before various groups.

The Senior Oil and Gas Engineer (Supervisor) position is the first full-supervisory level.

Incumbents are responsible for activities of a small district; or assist in directing activities of a larger district; or direct a major technical or administrative program of division wide significance. Incumbents prepare technical directives for oil field operations; direct and review the work of staff and train and evaluate their performance; represent the division at administrative and legislative hearings and meetings; prepare material for administrative hearings and assist in the preparation of legal actions; prepare and review technical articles for publication.

## EXAMINATION INFORMATION

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a **Qualifications Assessment weighted 100%**. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list.

**SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

## **QUALIFICATIONS ASSESSMENT – WEIGHTED 100.00%**

### **SCOPE OF EXAMINATION**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the qualifications assessment will be on measuring competitively, relative to job demands, each competitor's:

### **KNOWLEDGE AND ABILITIES**

#### **ASSOCIATE OIL AND GAS ENGINEER**

**Knowledge of:** Principles, methods, equipment, and terminology of petroleum engineering and geology; Methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells; California laws and regulations concerning the drilling, maintenance, operations, and abandonment of oil, gas, and geothermal wells; Well operations; Principles of effective supervision and safety practices; The organization, policies, and objectives of the division and its operating units; Advanced engineering technologies and trends in hydrocarbon or geothermal resources management problems in California; Principles of research, design, and analytical techniques used in hydrocarbon and geothermal resources studies; Principles of electronic data processing; Principles of program planning and evaluation; Social and economic aspects of hydrocarbon or geothermal resources development; Principles of environmental planning and impact assessment; Principles, practices, and trends in public policy development and evaluation; Formal and informal aspects of the legislative and administrative regulation processes; Federal, State, local government, and private agencies involved in hydrocarbon or geothermal resource development and regulation; Recent research projects and literature on hydrocarbon or geothermal resources; Principles of effective written and oral communication.

**Ability to:** Reason logically and creatively in solving complicated hydrocarbon or geothermal resources problems; and analyze scientific and engineering data; Perceive impacts of findings and present ideas and information effectively both orally and in writing; Develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems; Develop and evaluate alternatives and make recommendations; Consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs; Gain and maintain the confidence and cooperation of others; Represent the division before professional groups, at hearings, and at meetings with government and private agencies; Analyze situations accurately and take effective action; 10. Act as a team or conference leader/member; Utilize interdisciplinary teams in the conduct of studies and projects; Establish and maintain project priorities.

#### **SENIOR OIL AND GAS ENGINEER (SUPERVISOR)**

**Knowledge of:** Principles, methods, equipment, and terminology of petroleum engineering and geology. Methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells. California

laws and regulations concerning the drilling, maintenance, operations, and abandonment of oil, gas, and geothermal wells. Well operations. Principles of effective supervision and safety practices. The organization, policies, and objectives of the division and its operating units. Advanced engineering technologies and trends in hydrocarbon or geothermal resource management problems in California. Principles of research, design, and analytical techniques used in hydrocarbon and geothermal resources studies. Principles of electronic data processing. Principles of program planning and evaluation. Social and economic aspects of hydrocarbon or geothermal resources development. Principles of environmental planning and impact assessment. Principles, practices, and trends in public policy development and evaluation. Formal and informal aspects of the legislative and administrative regulation processes. Federal, State, and local government, and private agencies involved in hydrocarbon or geothermal resource development and regulation. Recent research projects and literature on hydrocarbon or geothermal resources. Principles of effective written and oral communication. Reservoir engineering, resource assessment, exploration and development technology, subsurface geology, analysis and evaluation of regulatory requirements, resource price control, resource information systems, environmental assessments, public resource management policy development and evaluation, intergovernmental resource management, special government task forces, safety and legality of proposed operations, methods of monitoring production, injection and development including estimation of reserves and efficiency of production operations. Principles and techniques of personnel management. Labor relations and supervision and the organization's affirmative action objectives and a manager's role in meeting those objectives. Oil, gas, and geothermal reservoir characteristics and behavior. Safety and legality of proposed operations. Methods in monitoring production and development including estimation of reserves and efficiency of production operations.

**Ability to:** Reason logically and creatively in solving complicated hydrocarbon or geothermal resources problems. Interpret and analyze scientific and engineering data. Perceive impacts of findings and present ideas and information effectively, both orally and in writing. Develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems. Develop and evaluate alternatives, and make recommendations. Consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs. Gain and maintain the confidence and cooperation of others. Represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies. Analyze situations accurately and take effective action. Act as a team or conference leader. Utilize interdisciplinary teams in the conduct of studies and projects. Establish and maintain project priorities. Perform difficult and specialized engineering work of the division which requires the exercise of analytical skill, creativity, and critical judgment. Utilize technical expertise to provide consultative services and advice on the feasibility, impact, or potential of a variety of operations, projects, or proposals. Advise top management, staff, legislative bodies, governmental entities at all levels, and industry representatives on hydrocarbon or geothermal resources or resource management programs. Effectively plan, organize, direct, coordinate, and evaluate the work of others. Motivate and supervise technical and professional engineers. Apply the laws regulating oil, gas, and geothermal operations to specific proposals and form valid conclusions regarding safety and adequacy of operations. Prepare technical directives and administrative orders to assist in proper oil field operation and good conservation policies and practices. Act as a team or conference leader, utilize interdisciplinary teams in the conduct of studies and projects. Establish and maintain project priorities. Prepare, review, and edit written reports and proposals. Effectively contribute to meeting the organization's affirmative action objectives.

## VETERANS PREFERENCE

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law.

## CAREER CREDITS

Career credits will not be granted in this examination.

## DISTINGUISHING CHARACTERISTICS

### SENIOR OIL AND GAS ENGINEER AND ABOVE

Possession of a valid certificate of registration as a professional engineer or geologist issued by a California State Board of Registration is preferred for appointment as a Senior Oil and Gas Engineer (Supervisor), (Specialist), or above in the California Division of Oil, Gas, and Geothermal Resources.

## CONTACT INFORMATION

For hearing impaired or deaf candidates, call TDD: (916)324-2555 (Sacramento)

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at the State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the

examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

**Department of Conservation, 801 K Street, MS 22-13, Sacramento, CA 95814**

**(916) 322-7685 and Sacramento TDD: (916) 324-2555.**